

4 month reporting date 2/17/07  
8 month reporting date 6/17/07  
12 month completion date 10/17/07

## Black Hills Career Academy Improvement Plan/Progress Report Form

### Scheduled Date of Completion:

**Principle One : General Supervision**

**Present levels:** (Statement of present levels of performance that resulted in area of non-compliance)

**ARSD 24:05:25:06 Evaluation procedures**

**ARSD 24:05:27:15.01 Student transfers within state**

**ARSD 24:05:27:15.03 Transmittal of records for student transfers**

**ARSD 24:05:27:01.03 Content of IEP**

An intake procedural checklist was not available and therefore procedures for student transfer and transmittal of records were not consistent with each referral. The monitoring team noted evaluation reports missing from the sending school district therefore eligibility determination was impossible to determine. Through interviews, the monitoring team concluded the SAT-10 and D-STEP had not been administered to student's onsite for the past two years. In the past the sending school district was responsible for assuring assessment was completed. On the IEP, statewide and district assessments were checked that the students would take with or without modifications or accommodations. Through interviews, the review team found that staff did not administer those tests.

Through file reviews and staff interviews, the monitoring team determined the intake process used at BHCA did not allow the agency to make decisions necessary for implementation of the special education process. Responsibilities for BHCA, the home school district and Lutheran Social Services were not clearly defined. With staff transitions, student's listed on the sending district child count and the lack of an intake procedural checklist BHCA is out of compliance under the administrative rules list above.

**Desired Outcome(s):** Through systemic change, the district/agency will achieve these results for students with disabilities and their families.

The district will develop an intake process which includes BHCA, home school districts and Lutheran Social Services. BHCA must define in writing an intake procedural checklist.

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**Measurable Goal:** The district/agency determines what goals are appropriate given the areas of difficulty. There must be a direct relationship between the goal(s) and the needs identified in the present levels. **(Multiple goals may be identified for each principle. Please complete a new sheet for each goal.)**  
**The Black Hills Special Services Careers Academy will develop an intake process for students eligible for special education services. This process will include developing an intake form, requesting specific IEP and Eligibility Data to be provided by the placing district and LSS Canyon Hills Center for entering and exiting the program.**

<b>Short Term Objectives:</b> Include the specific measurable results that will be accomplished and the criteria that will be used to measure the results.	<b>Timeline for Completion</b>	<b>Person(s) Responsible</b>	<b>Record Date Objective was Completed</b>
1. What will the district do to improve? <b>BHCA will review the intake process requirements with the placing districts and LSS Canyon Hills Center.</b> What data will be given to SEP to verify this objective? <b>BHCA will review the intake process requirements at Black Hills Special Services Special Education Directors Meeting and will meet with the LSS Canyon Hills Center Administrative Staff.</b>	<b>April 1, 2007</b>	<b>Jason Guthmiller</b>	(completed by SEP)
Please explain the data (4 month)			
Please explain the data (8 month)			
Please explain the data (12 month)			
2. What will the district do to improve? <b>BHCA will develop an intake form for students receiving special education services to ensure necessary documents are in place.</b>  What data will be given to SEP to verify this objective? <b>Copy of the BHCA intake form will be provided. The date will be verified for presenting the intake process at the BHSSC Special Education Directors Meeting and the LSS Canyon Hills Center Administrative Staff.</b>	<b>April 1, 2007</b>	<b>Jason Guthmiller</b>	

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Please explain the data (4 month) A copy of the intake form is attached with this document.
Please explain the data (8 month)
Please explain the data (12 month)